



CITY OF URBANA, ILLINOIS
REQUEST FOR PROPOSAL FOR
A GUARANTEED ENERGY SAVINGS PROJECT

RFP # 1617-10

ISSUED: March 20, 2017

RESPONSES DUE:
12:00 PM NOON, June 2, 2017
City of Urbana, IL Public Works
706 S. Glover Ave. Urbana, IL 61802

REQUEST FOR PROPOSAL (RFP) FOR A GUARANTEED ENERGY SAVINGS PROJECT

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INTRODUCTION AND PURPOSE

The City of Urbana, Illinois ("City") is requesting qualified providers to propose energy conservation measures through a guaranteed energy savings contract, in accordance with 50 ILCS 515 *et seq.*, from interested Energy Services Companies ("ESCOs") which are capable of providing comprehensive energy management services and energy-related capital improvements to the facilities owned by the City and the Urbana Free Library.

In accordance with disclosure requirements contained in 50 ILCS 515/25, the City hereby states that no ESCO participated in the preparation of this request for proposal ("RFP"). The City received technical assistance from the Department of Commerce and Economic Opportunity's Energy Performance Contracting Program.

DEFINITIONS

"Energy conservation measure" means any improvement, repair, alteration, or betterment of any building or facility owned or operated by a unit of local government or any equipment, fixture, or furnishing to be added to or used in any such building or facility, subject to all applicable building codes, that is designed to reduce energy consumption or operating costs, and may include, without limitation, one or more of the following:

- (1) Insulation of the building structure or systems within the building.
- (2) Storm windows or doors, caulking or weatherstripping, multiglazed windows or doors, heat absorbing or heat reflective glazed and coated window or door systems, additional glazing, reductions in glass area, or other window and door system modifications that reduce energy consumption.
- (3) Automated or computerized energy control systems.
- (4) Heating, ventilating, or air conditioning system modifications or replacements.
- (5) Replacement or modification of lighting fixtures to increase the energy efficiency of the lighting system without increasing the overall illumination of a facility, unless an increase in

illumination is necessary to conform to the applicable State or local building code for the lighting system after the proposed modifications are made.

(6) Energy recovery systems.

(7) Energy conservation measures that provide long-term operating cost reductions.

“Guaranteed energy savings contract” (“GESCC”) means a contract for: (i) the implementation of an energy audit, data collection, and other related analyses preliminary to the undertaking of energy conservation measures; (ii) the evaluation and recommendation of energy conservation measures; (iii) the implementation of one or more energy conservation measures; and (iv) the implementation of project monitoring and data collection to verify post-installation energy consumption and energy-related operating costs. The contract shall provide that all payments, except obligations on termination of the contract before its expiration, are to be made over time and that the savings are guaranteed to the extent necessary to pay the costs of the energy conservation measures. Energy savings may include energy reduction and offsetting sources of renewable energy funds including renewable energy credits and carbon credits.

“Investment grade energy audit” means a detailed energy and financial analysis of the benefits of implementing specific energy efficiency measures based on implementation cost estimates, site-specific operating cost savings, and the facility owner’s investment criteria which are of sufficient accuracy and certainty that financing can be secured.

“Qualified provider” means a person or business whose employees are experienced and trained in the design, implementation, or installation of energy conservation measures. The minimum training required for any person or employee under this paragraph shall be the satisfactory completion of at least 40 hours of course instruction dealing with energy conservation measures. A qualified provider to whom the contract is awarded shall give a sufficient bond to the unit of local government for its faithful performance.

“Renewable energy resources” includes energy and its associated renewable energy credit or renewable energy credits from wind, solar thermal energy, photovoltaic cells and panels, biodiesel, anaerobic digestion, crops and untreated and unadulterated organic waste biomass, tree waste, hydropower that does not involve new construction or significant expansion of hydropower dams, and other alternative sources of environmentally preferable energy. For purposes of this RFP, landfill gas produced in the State of Illinois is considered a renewable energy resource. “Renewable energy resources” does not include the incineration or burning of tires, garbage, general household, institutional, and commercial waste, industrial lunchroom or office waste, landscape waste other than tree waste, railroad crossties, utility poles, or construction or demolition debris, other than untreated and unadulterated waste wood.

SECTION A: GENERAL TERMS AND CONDITIONS

1. Project Overview

The City is interested in contracting for energy services, energy conservation measures, and/or development of renewable energy resources (the “project”) designed to reduce energy and water use and related costs at its facilities. The project is to be delivered on a performance contracting basis which may allow the City to: a) incur no initial capital cost, b) achieve significant long term savings which are measured and verified, c) obtain an annual savings guarantee which will be equal to or

greater than the total annual project costs, d) obtain consistent levels of occupant comfort and system functionality, e) capture environmental benefits such as greenhouse gas emissions reductions, and f) finance the project through an installment payment or a lease purchase arrangement over an extended contract term.

The City seeks to maximize energy savings and related improvements within the 20-year contract term and available financing authorized by Section 20 of the Local Government Energy Conservation Act (50 ILCS 515/20). Therefore, ESCOs are encouraged to structure a project which provides the greatest amount of energy, water, and operation and maintenance (“O&M”) savings and the most beneficial project scope for the City within this contract term. The City is interested in essential services and improvements that will reduce facility energy and water consumption, upgrade energy-related capital equipment, improve building O&M, save costs through fuel switching, improved demand management, and alternative utility tariffs or alternative commodity purchases, and aid in meeting the City’s environmental management responsibilities.

While the City believes there are energy savings in street lighting, City Building controls, and Library chiller and windows, the City is interested in receiving any reasonable energy and water savings measures relevant to any City-owned facilities or equipment that meet statutory requirements. ESCOs should understand that the City does not own or control electric, water, or wastewater utilities, a park or school district, jail, or assisted living facility and does not have a facilities master plan.

2. Required Capabilities

The ESCO must have the demonstrated technical and managerial capabilities to provide a comprehensive set of energy and water services including, but not limited to, an investment grade energy audit, design, acquisition, installation, training and commissioning of new and/or existing energy systems as well as project monitoring and savings measurement and verification. Additional services may include O&M for all improvements and/or training of the City’s staff on routine maintenance and operation of systems. Monitoring and verification services shall include appropriate measurement and timely reporting of the performance and savings from the project.

3. Contract Term

No contract shall exceed 20 years in duration. The duration of the contract will be mutually determined between the ESCO and the City based on authorizing legislation, final project scope and financial factors.

4. Guarantee

The project must result in a guaranteed minimum annual energy, water and O&M savings, as well as defined levels of occupant comfort; maintenance, monitoring, training or other services. The goal of this project is to achieve savings sufficient to cover all project costs including lease or installment payments and fees for maintenance; monitoring; training and other services, on an annual basis, for the duration of the contract term.

5. Submission of Written Proposals

Sealed proposals are due by the date specified above. All submissions become the property of the City and will not be returned to the ESCO. Documents meeting the requirements of 5 ILCS 140/7(1)(g) will be kept confidential. All other documents will be presumed subject to disclosure under the Freedom of Information Act. ESCOs will also be required to complete the City’s Equal

Employment Opportunity Workforce Statistics and Vendor Representations and Additional Duties forms. All costs associated with submission preparation will be borne by the submitting ESCO. ESCOs must submit three (3) printed copies and one (1) electronic PDF copy on a USB flash drive of the following:

1. ESCO's Profile and Qualifications (described in Section E)
2. ESCO's Proposal and Approach to Project (described in Section F)
3. Supporting Technical Documents (described in Section H)

Proposals must be labeled with "RFP #1617-10" and addressed as follows:

City of Urbana
706 S. Glover Avenue
Urbana, IL 61802
Attention: Environmental Sustainability Manager

Sealed proposals will be received by the City of Urbana, Illinois ("City") at the office of the Director of Public Works, 706 South Glover Avenue, Urbana, Illinois 61802 until **1:50p.m.** Central Time on **June 2, 2017** and publicly opened and read aloud at **2:00 p.m.** at said office.

6. Questions

Questions will be accepted through March 12, 2017 by post or email. Substantive **verbal** questions will not be accepted and will not be answered. Answers may be provided as Addenda. Addenda will be posted at <http://www.urbanailinois.us/bids-rfps> and will be emailed to any vendors who register at the posting for this RFP at the <http://www.urbanailinois.us/bids-rfps> for this RFP. Questions may be directed to:

Scott R. Tess
Environmental Sustainability Manager
706 S. Glover Avenue
Urbana, IL 61802
217-384-2381
srtess@urbanailinois.us

7. Proposal Review and Selection of Finalists

The City will establish a Project Evaluation Team to review and evaluate the ESCOs' written responses to this RFP in accordance with the evaluation criteria identified in this document. The Project Evaluation Team will check client references which will also be evaluated. The City intends to select no more than three (3) ESCOs for interviews.

8. Waiver of Irregularities in Proposals

The City reserves the right to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in the best interest of the City to do so.

9. ESCO Interviews and Ranking

Each of the finalist ESCOs will participate in a detailed oral interview to answer questions from the Project Evaluation Team and more fully discuss how its approach to this project satisfies the evaluation criteria. All persons with major responsibility for the project's technical design, management and contract negotiation should be present at the interview. A more complete

description of the interview process and format will be sent to each of the finalist ESCOs. Based on results from the written responses to the RFP, client reference responses and the oral interviews, the Project Evaluation Team will rank the finalist ESCOs. Contract negotiations will proceed with the top-ranked ESCO.

10. Development of Investment Grade Energy Audit Agreement

The City intends to negotiate a contract for the investment grade audit. If an acceptable investment grade energy audit agreement (“Audit Agreement”) cannot be negotiated within thirty (30) days from the date of ESCO selection, negotiations with the next-ranked ESCO may be initiated.

11. Development of Energy Services Agreement

After completion and acceptance of the investment grade energy audit, the City intends to negotiate a Guaranteed Energy Savings Contract (“GESC”). If an acceptable GESC cannot be negotiated within sixty (60) days from the date of acceptance of the investment grade energy audit, negotiations with the next-ranked ESCO may be initiated.

SECTION B: PROPOSED PROJECT SCHEDULE

The following is the proposed project schedule and may be adjusted as necessary during the procurement of services.

Task	Start	End
Publish RFP	3/20/2017	6/2/2017
Vendor Facility Tour	4/11/2017	4/11/2017
Question Period Closes	5/12/2017	5/12/2017
Public Opening of Proposals	6/2/2017	6/2/2017
Vendor Interviews	TBD	TBD
Select Vendor/Select Projects/Negotiate Investment Grade Audit	6/16/2017	6/30/2017
Investment Grade Audit	6/30/2017	9/8/2017
Select & Contract for Projects	9/8/2017	9/22/2017
Notice of Meetings to Consider & Award Contract	9/25/2017	9/25/2017
Public Meeting to Consider Contract	10/9/2017	10/9/2017
Public Meeting to Award Contract	10/16/2017	10/16/2017
Construction	11/20/2017	

The City intends to host one facility tour for all vendors on April 11. Please visit <http://www.urbanillinois.us/bids-rfps> for updates on times and locations of the vendor facility tour.

Start Time	Finish Time	Address	Building
9am	Noon	400 S. Vine St.	City Building
1:30pm	4:30pm	210 West Green St.	Library

SECTION C: EVALUATION CRITERIA

Evaluation of Proposals: Responses will be evaluated based on the quality and completeness of the information provided as well as an analysis of whether either the energy consumed or the operating costs, or both, will be reduced and whether the amount the City would spend on the energy conservation measures recommended in the proposal would not exceed the amount to be saved in either energy or operational costs, or both, within a 20 year period from the date of installation, if the recommendations in the proposal are followed. Failure to provide any of the requested information may result in disqualification. The criteria listed below will be used in the evaluation of the written proposals, client references and responses of the finalist ESCOs during oral interviews, as appropriate. The criteria have been weighted using the letters A and B as indicators: A=Most Significant and B=Significant. These criteria will be applied and interpreted solely at the discretion of the City.

Experience

- A Qualifications and experience of ESCO's personnel with GESC's.
- A Reliability of equipment performance on past projects.
- A Quality and completeness of past project documentation.
- A National Association of Energy Service Companies ("NAESCO") Accreditation status

Project Management

- A Clear assignment of responsibility for various project tasks to specific individuals.
- A Ability to effectively manage project construction and complete the project on schedule.
- B Quality of approach to O&M.
- B Quality of monitoring, maintenance, and measurement and verification services on past projects.
- B Clarity, organization and level of detail in written proposal.
- B Quality of communication skills of the ESCO's representatives at the oral interview.

Technical Approach

- A Quality of technical approach, including methods of analysis and understanding of existing building systems and conditions.
- A Quality of the sample investment grade energy audit.
- B. Quality of proposed training for facility staff.
- A Quality of baseline energy calculations.
- B Quality of approach to savings measurement and verification.
- B Quality of sample design documentation.
- A Quality of approach to project commissioning.

Financial

- A Financial soundness and stability of the ESCO.
- B Demonstrated ability to provide or arrange project financing.
- B Reasonableness of investment grade energy audit costs.
- B Reasonableness of Preliminary Cash Flow Analysis.
- B Attractiveness of ESCO's Guarantee.
- A Reasonableness of costs and benefits of design, engineering, installation, maintenance, repairs, debt service, conversions to a different energy or fuel source.

- A Appropriateness of project monitoring, data collection, and reporting.
- A Finding that the amount the City would spend on the energy conservation measures recommended in the proposal would not exceed the amount to be saved in either energy or operational costs, or both, within a 20 year period from the date of installation, if the recommendations in the proposal are followed.

SECTION D: CONTRACT TERMS AND CONDITIONS

The City intends to use the following terms and conditions in any forthcoming GESC.

1. Technical Requirements

Investment Grade Energy Audit. The selected ESCO must perform and present the results from a detailed investment grade energy audit of acceptable quality to the City. The proposed audit terms and conditions will be specified in an Audit Agreement to be negotiated between the City and the selected ESCO. If the City decides to enter into a GESC after the audit has been completed, the ESCO may waive the audit fee, or include the audit fee in the GESC. If the City decides not to enter into a contract after the audit has been received by the City, the City agrees to pay the cost of the audit as stated in the Audit Agreement, provided that the audit meets all the conditions set forth in the Audit Agreement and this RFP.

2. Standards of Comfort and Service

The ESCO will be responsible for maintaining the levels of comfort and service for each building as specified in the GESC. Street lighting levels should conform to the most recent version of the IESNA Lighting Handbook with shielding on the lot side of lamps and limited blue light wavelengths. Interior and Exterior LED lights must be on the qualified product list at: <http://www.designlights.org/>.

3. Professional Engineer Involvement

An Illinois registered professional engineer must, at a minimum, review and approve design work done under the contract for the project at the City's sole expense.

4. Guaranteed Savings

The City requires a minimum annual guaranteed level of savings approach to the project. If the project does not generate the guaranteed level of savings in any given year, the ESCO will be responsible for reimbursing the City in the amount of any shortfall. Excess savings will not be used to reimburse the ESCO for any payments made due to shortfalls in other years.

5. Construction Management

The ESCO will be required to work with current City building management and maintenance personnel in order to coordinate construction and provide appropriate training in O&M of all installed improvements. No equipment or other improvements will be installed that would require the City to hire additional personnel unless contract negotiations produce an explicit exemption for a specific installation. Maintenance responsibilities shall be detailed in the GESC.

6. Operation and Maintenance Manuals

The ESCO shall provide at least one O&M manual for each site for all equipment replacements and/or upgrades. Manuals are subject to approval of the City. PDF versions of the manual should also be provided whenever available.

7. As-Built Drawings

Where applicable, the ESCO must provide “as built” and record drawings in CAD, ArcGIS, PDF, or other appropriate formats of all existing and modified conditions associated with the project, conforming to typical engineering standards. These should include architectural, mechanical, electrical, structural, and control drawings and operating manuals within thirty (30) days of completed project installation.

8. Follow-up Maintenance, Monitoring and Training Services

The ESCO will be responsible for maintaining and monitoring the measures to ensure optimal performance as well as for ongoing training. However, the City may negotiate the scope of service needed.

9. City Energy Improvement Projects

The City reserves the right to make energy and water improvements to the facilities and to negotiate adjustments to the savings measurement and verification methodology to account for such improvements.

10. Proposal Submissions

The contents of the ESCO’s RFP submission will become part of any final agreement between the City and the ESCO.

11. Project Schedule

The ESCO must provide a final schedule of project milestones including construction, equipment-service and preventive maintenance provisions that will become part of any final contract. In the event any milestone or service provision is not met as scheduled, without prior approval from the City, the City reserves the right to consider it a default and withdraw from all contractual obligations without penalty.

12. City Inspection

The City retains the right to have its representative visit each worksite during the audit and implementation phases of the project, and to attend relevant on-site or off-site meetings of the ESCO and/or its subcontractors. The City will have the right to inspect, test and approve the materials and work conducted in the facilities during construction and operation. The City shall have the right and access to the account books, records, and other compilations of data that pertain to the performance of the provisions and requirements of the contract. The ESCO shall keep records on file in legible form and shall retain such records for a minimum of three years after close-out.

13. Final Approval of City

The City retains final approval over the scope of work and all end-use conditions.

14. Ownership of Drawings, Reports and Materials

All drawings, reports and materials prepared by the ESCO specifically in performance of the contract for the project shall become the property of the City and will be delivered to the City as needed, requested, or upon completion of construction.

15. Compliance

All work completed under the contract for the project must be in compliance with all applicable federal, state and local laws, rules and regulations including the Prevailing Wage Act, all building codes and appropriate accreditation, certification and licensing standards. Work must be performed in accordance with sound engineering and safety practices, be installed in a workmanlike manner, and be in compliance with all City regulations relative to the premises. The ESCO and its subcontractors shall obtain all required governmental permits, consents and authorizations and shall pay all state and city required taxes and fees which result from the contract for the project.

16. Handling of Hazardous Materials

All work completed under the contract for the project must be in compliance with the Resource Conservation and Recovery Act, all applicable federal, state and local laws, rules and regulations regarding waste disposal and treatment/disposal of any hazardous materials that could result from this project. Work must also be in accordance with sound engineering and safety practices, and in compliance with all City rules relative to the premises.

17. Methodology to Adjust for Material Changes

The contract must contain a mutually acceptable clause whereby unanticipated changes in facility use, occupancy, schedule and/or utility rates can be accommodated in a fair manner agreeable to both parties.

18. Equal Employment Opportunity

The Provider shall comply with Urbana City Code Section 2-119 (Discrimination in Employment by Contractors and Vendors with the City) and Chapter 12 (Human Rights) for the duration of the contract. Failure to comply with the provisions of the aforementioned provisions shall constitute breach of contract.

The City's Equal Employment Opportunity Workforce Statistics Form must be completed and submitted with the proposal. During the term of the contract, the ESCO shall comply in all respects with the Equal Employment Opportunity Act. The ESCO shall have a written equal employment opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin, disability, or age and shall attest that it has notified all of its subcontractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders. Findings of non-compliance with applicable State or Federal equal employment opportunity laws and regulations may be sufficient reason for revocation or cancellation of the contract.

19. Vendor Representations and Additional Duties

The City requires ESCOs to complete a Vendor Representations and Additional Duties Form addressing substance abuse prevention, non-collusion, delinquent taxpayers, and other topics.

20. Subcontractor Approval

The City retains the right to approve any ESCO selected subcontractor prior to its commencement of work on this project. Names and qualifications of subcontractors must be submitted at least three (3) weeks in advance of subcontractor scheduled start date. For certain types of work which may necessitate future maintenance, the City retains the right to require the selection of subcontractors from within 90 miles of 706 S. Glover Ave. Urbana, Illinois for.

21. Price Disclosure

The ESCO may be required to fully disclose all costs and fees associated with this project including audit, design, engineering, equipment, installation, financing, commissioning, monitoring, overhead, profit, etc.

22. Bonding Requirements

If a GESC is approved, the ESCO shall provide a sufficient bond to the City for the installation and the faithful performance of all the measures included in the contract.

23. Insurance Requirements

For work conducted in accordance with an Investment Grade Energy Audit, the ESCO must have the following:

- a. Worker's compensation insurance: At least \$1M each accident for bodily injury and \$1M each employee for bodily injury by disease.
- b. Auto Insurance: At least \$1M per accident, covering any owned, hired, or non-owned auto.

The ESCO will be required to provide a Certificate of Insurance naming the City and its officers and employees as additional insured parties on a primary and non-contributory basis before the contract is executed. All policies must be written on an occurrence basis. Updated Certificates of Insurance must be provided to the City prior to expiration.

For work conducted in the design and construction phase with a GESC, the ESCO must have the following:

- a. Professional liability insurance: At least 50% of the estimated construction costs.
- b. Builder's risk insurance: 100% of the project costs.
- c. Worker's compensation insurance: At least \$1M each accident for bodily injury.
- d. Auto insurance: At least \$1M per accident, covering any owned, hired, or non-owned auto.

The ESCO will be required to provide a Certificate of Insurance naming the City and its officers and employees as additional insured parties on a primary and non-contributory basis before the contract is executed. All policies must be written on an occurrence basis. In addition, the ESCO must require that sub- contractors have the same coverage above with the exception of builder's risk. Updated Certificates of Insurance must be provided to the City prior to expiration.

24. Annual Reconciliation

Project savings will be verified and reconciled on an annual basis by the ESCO. The ESCO will provide timely monthly savings reports to the City, unless otherwise agreed to by the parties.

25. Contract Term

No contract shall exceed 20 years in duration.

26. Dispute Resolution

The contract will contain an Alternative Dispute Resolution provision.

SECTION E: ESCO's PROFILE AND QUALIFICATIONS

Each ESCO is required to fully answer all questions in each category listed below. Failure to answer any question, or comply with any directive contained in this RFP may be used by the City as grounds to find the ESCO ineligible. If a question or directive does not pertain to your firm in any way, please indicate with the symbol N/A.

Provide responses on 8 ½ " x 11" sheets of paper and number and title each answer to the corresponding category. Font size must be no smaller than 10 point. All pages in your response must be numbered sequentially. ESCOs must also include a table of contents which indicates the section and page numbers corresponding to the information included.

1. Firm Name

- a. Business address
- b. City
- c. State
- d. County
- e. Zip Code

2. Names, Titles, Phone Numbers, and Email Addresses of Two Contact People

3. Company Type

Identify if submittal is for a Parent Company (List any Division or Branch Offices to be involved in this project), a Division (attach separate list if more than one is to be included), a Subsidiary, or a Branch Office. Provide:

- a. Name of entity
- b. Address

4. Identify the type of Firm:

- a. Corporation
- b. Partnership
- c. Sole ownership
- d. Joint venture

5. Federal Employer Identification Number

6. Year Firm was Established

7. Name and Address of Parent Company: (if applicable)

8. Summary of Contract Values

Five Year Summary of Contract Values for Energy Performance Contracting Projects where your firm was the prime contractor with a first party written savings guarantee to the City: (Note: If you are a branch office of a larger firm indicate only those contract values associated with that specific branch.)

9. Corporate Background/Historical Data

- a. How many years has your firm been in business under its present business name?
- b. Please identify all states in which your firm is legally qualified to do business.
- c. Indicate all other names by which your organization has been known and the length of time known by each name.
- d. How many years has your firm been involved in energy-related business?
- e. Identify your firm's legal counsel for this project. Give the name and address of the primary individual responsible for contract negotiation.
- f. Indicate your firm's current annual gross revenue.

10. Technical Qualifications And Personnel Information

Indicate the number of all guaranteed energy savings contracting projects currently under contract with your firm. Limit your response to ONLY those projects that have been managed directly by the specific branch, division, office, or any individual in such branch, division or office who will be specifically assigned to this project. Indicate the installed project cost value, and identify all projects currently in repayment. Attach additional sheets as necessary.

11. Team Members

Using the format provided below, briefly describe the relevant experience, qualifications and educational background for ONLY those PRIMARY team members (no more than ten (10) individuals) who will directly be working on this project. Indicate which individuals described have the statutorily required satisfactory completion of at least forty (40) hours of course instruction dealing with energy conservation measures. Do not include individual résumés

- a. Name of project team member
- b. Current job title
- c. Job responsibilities
- d. Number of years with ESCO
- e. Primary office location
- f. Employment history
- g. Company name
- h. Primary job responsibilities
- i. Educational background
- j. Academic degrees, certifications, professional affiliations, relevant publications and technical training.
- k. Energy performance contracting projects this individual has been involved with during past 5 years. Include project location, type of facilities, year implemented and dollar value of installed project costs.
- l. Describe the specific role and responsibilities this individual had for each listed project.
- m. Provide a detailed description of the role and responsibilities this individual will have for the duration of this project.

- n. Describe any other relevant technical experience.
- o. Indicate the total years of relevant energy-related experience for this individual.

12. Organization Chart

Submit an organizational chart that clearly identifies the roles and relationships of all key team members. Indicate ONLY those individuals who will play a DIRECT role in this project.

13. Accreditation

Indicate if your firm is accredited by the National Association of Energy Service Companies (“NAESCO”). ESCOs are not required to be accredited by NAESCO. However, NAESCO accredited ESCOs may receive additional points.

14. Financial References

Provide the following information.

- a. A copy of your firm’s most recent annual report and a balance sheet and cash flow statement not more than fifteen (15) months old.
- b. The name, address, and the telephone number of the firm(s) that prepared the financial statements.
- c. Banking references, including financial institution, address, contact person, telephone number, and specific information on your firm’s credit that may be used to fund construction for largescale projects.
- d. Bonding references, including company name, address, contact person, telephone number and information on your firm’s maximum bonding capability.

15. Energy Performance Contracting Project History And Client References

Using the format below, list at least five energy performance contracting projects in repayment by and currently under contract with your firm. Limit your response to ONLY those projects that have been managed directly by the specific branch, division, office or any individual in such branch, division or office who will be specifically assigned to this project. Projects with installed costs of less than \$250,000 will not be considered.

16. Project History and Client Reference

Provide the following information for no more than five (5) project references.

- a. Project name and location
- b. Number of buildings
- c. Primary use
- d. Total square footage
- e. Project dollar amount (installed project costs)
- f. Source of project financing
- g. Primary energy conservation measures installed
- h. ESCO services provided
- i. Construction start & end dates
- j. Contract start & end dates

- k. Dollar value and type of annual operational cost savings (if applicable) (e.g., outside maintenance contracts, material savings, etc.)
- l. Method(s) of savings measurement and verification
- m. CURRENT and ACCURATE telephone numbers and email addresses of the owner(s)' representatives with whom your firm did business on this project. You should ensure that all representatives are familiar with this project.
- n. Describe the specific roles and responsibilities of ESCO personnel associated with the identified project, limiting your response to only those personnel who will be directly involved in the City's project.
- o. ESCO notes or comments

17. Annual Energy Savings Data Form

Provide annual energy savings information for each of the projects listed in Section 16 above. Utilize the below format or similar.

	Projected	Guaranteed	Annual Energy Savings				
			Year 1	Year 2	Year 3	Year 4	Year 5
kWh							
Therms							
kW							
Gallons H2O							
Other							

18. Litigation or Arbitration Disclosure

Describe all litigation or arbitration you have been engaged in regarding guaranteed energy savings in the last five (5) years.

SECTION F: ESCO's PROPOSAL AND APPROACH TO PROJECT

1. Project Summary (not to exceed two (2) pages)

Summarize the scope of services (design, financial, operations, maintenance, training, etc.) offered by your firm for this project including the added value of your firm's services.

2. Training Provisions

Describe your firm's proposed approach to providing technical training for facility personnel. Indicate the proposed number of personnel to be trained and the type and frequency of training to be provided for the duration of the contract. Indicate how your firm will address any turnover of key facility personnel as it relates to project performance.

3. Project Financing

Describe your firm's preferred approach to providing or arranging financing for this project. Describe the structure of the financing arrangement including projected interest rate, financing term, repayment schedule, equipment ownership, security interest required, the responsibilities/liabilities of each party, and any special terms and conditions that may be associated with the financing of this project. Describe how construction will be financed.

4. Cost of Investment Grade Energy Audit

Indicate the total cost of the investment grade energy audit to the City if no contract is negotiated.

5. Preliminary Technical Approach

Based on your preliminary assessment of the project sites and information provided, please describe any equipment modifications, installations or replacements at the facilities that your company would consider installing as a part of this project. Please discuss site conditions, status of building systems and needs of the City.

6. Energy Baseline Calculation Methodology

Describe the methods you expect to use to compute baseline energy use for this project. Describe any computerized modeling programs used by your firm to establish baseline consumption. Describe factors that would necessitate a baseline adjustment. Describe the methods you will use to adjust the guaranteed level of savings from any material changes that occur due to such factors as weather, occupancy, facility use changes, etc.

7. Procedure for Calculating Energy and Cost Savings

Please summarize procedures, formulas and methodologies including any special metering or equipment, your firm will use to measure and calculate energy savings for this project. Indicate how your firm identifies, documents and measures operational cost savings opportunities. Describe your firm's proposed approach to the treatment of savings achieved during construction and how those savings will be documented and verified. See Section G of this RFP for the escalation rates to be used for the purposes of preparing the preliminary cash flow analysis. Please use a 3% annual escalation for electricity pricing.

8. Construction Management

Describe how your firm would work with current building management and maintenance personnel in order to coordinate construction and avoid conflicts with the building's operation and use.

9. Approach to Equipment Maintenance

Describe any major changes in operations or maintenance for this project that your company anticipates. Include a description of the types of maintenance services that may be proposed for this project. Address how you would approach the role of the City's personnel in performing maintenance on the new and existing and equipment. Discuss the relationship of maintenance services to the savings guarantee, any required duration of the maintenance agreement, and what impact termination of maintenance prior to the end of the contract term would have on the savings guarantee.

10. Exceptions

If there are any elements of this RFP with which the ESCO takes exception, the ESCO may propose alternatives.

11. ESCO's Preliminary Cash Flow Analysis

Provide a preliminary cash flow analysis for the ESCO's proposed project. Utilize the format on the following page or similar.

**SECTION G: ESCO's PRELIMINARY CASH FLOW ANALYSIS
FOR CITY OF URBANA, IL**

Financed Project Costs: _____
 Finance Term: _____
 Annual Interest Rate*: _____
 Construction Months _____
 Annual Payment _____

Escalation Rate by Savings Category
 Electric: _____3%____
 Natural Gas: _____
 Steam: _____
 Water: _____
 Operations & Maintenance costs: _____3%____
 Other (specify): _____
 Escalation Rate for Annual Fees*: _____

Year	Electric Cost Savings	Natural Gas Cost Savings	Steam Cost Savings	Water Cost Savings	Other (Please Specify)	Operational Cost Savings	Total Utility Cost Savings	Maintenance, Monitoring, M&V, and Training Fees	Financing Payment	Net Savings
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
TOTAL										

SECTION H: SUPPORTING TECHNICAL DOCUMENTS

The following documents must be also be submitted.

1. Sample Investment Grade Audit
2. Sample Commissioning Plan
3. Sample Measurement & Verification Plan
4. Sample Maintenance Plan
5. Sample Savings Report to City
6. Sample Design Documentation
7. Completed Urbana EEO Workforce Statistics Form
8. Completed Urbana Vendor Representations and Additional Duties Form

SECTION I: LIST OF ATTACHMENTS

Attachment A - ESPM City Building Profile
Attachment B - Detailed Gas and Electric Use
Attachment C - Ameren 2599052177-35854585
Attachment D - Ameren 2688948005-5TC76014
Attachment E - 2013 SEDAC Temperature Setpoint Information
Attachment F - HVAC Inventory Sheet
Attachment G - HVAC Layout Sheet
Attachment H - HVAC 2011 SEDAC Systems Analysis
Attachment I - 2010 SEDAC Interior Lighting
Attachment J - 2011 SEDAC City Building Energy Evaluation and Recommendations
Attachment K - Roof Data
Attachment L - City Building Blueprints
Attachment M - Indoor Lighting and Controls
Attachment N - Streetlights Estimate
Attachment O - Streetlights Electric Rate 1969-2019
Attachment P - Facilities Electric Rate 2016-2019
Attachment Q - Building and Irrigation Water Consumption
Attachment R - Capital Improvement Needs
Attachment S - Ameren 7108615699-5TC53745
Attachment T - Ameren 5097027215-02664669
Attachment U - Ameren 4653101778-91705182
Attachment V - Fleet Inventory
Attachment W - Recently Completed Facilities Improvements
Attachment X - Urbana Free Library HVAC Study Estimate 2016
Attachment Y - Urbana Free Library FINAL HVAC Study 2016
Attachment Z - EEO & Vendor Representations